



SUMMARY OF POLICIES AND PROCEDURES

Please ensure that all of your child's belongings, including their clothing and lunch boxes, are clearly labelled with their name.

OPENING TIMES & SESSIONAL SERVICE

- Opening times are Monday to Friday, Mornings 9.00am -12.00pm and Afternoons 12.30pm – 3.30pm. Children may be collected earlier but not later than the finishing times. If you do need to collect your child outside of these times please call or text 087 6378326.
- Children must be 2 years and 8 months old before starting playschool.
- Places are allocated for all sessions according to our Allocation Policy.
- A Child Record Card must be completed and submitted to Play-School prior to your child starting Play-School

COLLECTING OF CHILDREN

- Children must be collected on time.
- Children must be collected by Parents/guardians or Persons nominated by parents/guardians to collect their child (as per Record Card).
- A designated member of staff will sign children in on arrival and out on departure.
- Parents are asked to wear a face mask on drop off and collection of children.

HEALTH & SAFETY

- Children should be dressed in comfortable clothes that are suitable for physical and messy play. Open toed shoes are not recommended as they may pose a trip hazard during physical play, please ensure that if your child is wearing sandals they also wear socks.
- **Children will spend much of the session in the outdoor play area, suitable waterproof clothing and footwear is necessary, if you would like to leave wellingtons and waterproofs in playschool for your child please do so, otherwise please send in waterproofs and wellingtons daily. We have some spare waterproof clothing and boots available for children who do not have suitable footwear and/or clothing.**
- Children are not permitted to wear necklaces as these may be pulled and create a choking hazard. Long dresses/skirts and scarves are also not permitted as again these may pose a risk to your child's safety during play. As per the Quality and Regulatory Framework (TUSLA) the use of amber beads is prohibited in the play school.
- **Children who are ill should not attend playschool until well (please see the enclosed information on infectious diseases). If your child or another member of**

The Old Boy's School,
The Low Road,
Clifden,
Connemara,
Co. Galway
H71 TW53



clifdenplayschool@gmail.com

www.clifdencommunityplayschool.org

Tel: 087 637 8326

Company Registration No: 9696286L

Charity No: CHY11-42



your household shows signs or symptoms of a respiratory illness including cough, fever, high temperature, sore throat, breathlessness or flu like symptoms please DO NOT ATTEND play school, contact your doctor and follow the advice given.

- **A Return to Setting form must be completed and given to the service manager one week before the child returns to the play school.**
- **All parents/guardians must sign a Declaration confirming that they have no reason to believe that their child has an infectious disease and that they have followed all medical and public health guidance after every absence.**
- **If a member of staff or child is confirmed as having Covid 19 the manager will implement the Covid 19 Incident Plan. This will include the manager informing all parents and staff that a case has been confirmed. If deemed necessary due to a high number of cases, particularly among staff the playschool may close.**
- There is a healthy eating policy in place, please ensure that your child's lunch box does not contain fizzy drinks, chocolate or crisps.
- Staff do not prepare food (e.g. peeling or chopping food). All food sent in will be given to your child exactly as you send it.
- **No NUTS or RAW EGGS are allowed as we have a child who has a severe allergy (anaphylactic shock). This is a life threatening condition, and therefore we are seeking full support and co-operation to ensure the Play-School is free from all products containing or prepared close to any nuts or nut products or raw egg or raw egg products.**
- We ask that all Staff, Volunteers and Parents help to make the playschool a fun and safe place for all children to learn.
- Complaints should be made to the Play-School Manager. If you wish to discuss any concerns please phone or email the Play-School and make an appointment. Every attempt will be made to resolve the matter amicably. A complaints policy is in place.

POSITIVE BEHAVIOUR MANAGEMENT

- We implement a positive behaviour management policy aimed at developing a shared understanding of expectations around behaviour with the children in our service in order to keep themselves and others safe.
- Staff will act as role models and adopt a confident approach to encourage and support positive behaviour. Staff and parents are role models and should treat one another with respect, use appropriate tone of voice and body language with one another and the children.

The Old Boy's School,
The Low Road,
Clifden,
Connemara,
Co. Galway
H71 TW53



clifdenplayschool@gmail.com

www.clifdencommunityplayschool.org

Tel: 087 637 8326

Company Registration No: 9696286L

Charity No: CHY11-42





- We use the High Scope model of Conflict Resolution, acknowledging feelings, identifying the problem, and encouraging the children to work together to find a solution.

CURRICULUM

- We are committed to using observations as planning tools to facilitate an emergent curriculum in a child centred, play based environment which empowers young children to actively pursue their own learning.
- Our curriculum recognises that children are learning all the time, and that children learn best when they are actively involved and interested.
- It is our aim to provide a fun, safe and nurturing learning environment that aids in the development of the skills required for children to ease their transition into primary school.

CONFIDENTIALITY

- It is our policy to keep confidential all personal information about the children, families, staff and volunteers involved in our service, a Data Protection Policy is in place.
- Personal information about families in relation to child protection concerns will be shared on a need to know basis in line with our Child Protection Policy.

TOILETING POLICY

It is the policy of Clifden Community Playschool and in the interest of the children's health and safety, that a high standard of hygiene is promoted at all times, especially when children are learning to use the toilet. Accidents and changes are treated sensitively, if the child is upset or distressed by an accident the parent/carer is contacted. The child's privacy is always respected. **Please ensure that your child has a spare change of clothes at all times – these may be left in playschool or sent in daily.**

HEAD LICE POLICY

It's always possible to catch head lice, no matter how careful we are. Children can pick up head lice just by coming into close contact with someone who is infected. It is important to know how to recognise the problem early and to know how to cope with it. All parents will be contacted in the event of an outbreak of head lice. Confidentiality will be maintained at all times.

- Staff will inform all parents verbally or in writing in the event of an outbreak of head lice. Staff should be tactful and maintain confidentiality.

The Old Boy's School,
The Low Road,
Clifden,
Connemara,
Co. Galway
H71 TW53



clifdenplayschool@gmail.com

www.clifdencommunityplayschool.org

Tel: 087 637 8326

Company Registration No: 9696286L

Charity No: CHY11-42





- Staff should inform parents to check their child's hair carefully and regularly, and to use the treatment recommended by the public health nurse, chemist, doctor or local health clinic.
- The importance of not sharing other people's combs, hats etc. is stressed to both parents and children.
- If a staff member confirms a case of head lice, the parent/carer will be contacted immediately and asked to collect the child from playschool. The child can return to playschool only after the infection has been successfully treated.

If more advice is needed the Play-School will contact the public health nurse and/or the HSE Health Promotion Service and TUSLA, The Child and Family Agency.

CHILD PROTECTION POLICY

It is the policy of Clifden Community Play-School to ensure that children are protected and kept safe from harm while they are with other children, staff and volunteers in our service.

PLAYSCHOOL FEES

- Fees, where applicable, must be paid on the first day of the week that your child attends. All days booked will be charged regardless if your child is absent for any reason, other than serious illness.
- There is a session fee of €14.00 per child. You may qualify for the National Childcare Scheme or free pre-school year, please see the Play-School Manager. All children born between the 1st January 2018 and 31st December 2019 are eligible for Free ECCE places this year.

SETTLING IN POLICY

It is the policy of Clifden Community Playschool that every effort is made to ensure that the settling in period is an easy and pleasant as possible for the children and their parents/carers.

Procedures

- Each parent is provided with our "Welcome Pack" providing information about the service before the child starts at the service
- We ask all parents to be mindful of social distancing and minimise the time spent in the playschool building. If necessary one parent may accompany their child into the playschool, we request that not more than 2 parents are present in playschool at any time to facilitate social distancing, please ensure that you remain 2 meters away from

The Old Boy's School,
The Low Road,
Clifden,
Connemara,
Co. Galway
H71 TW53



clifdenplayschool@gmail.com

www.clifdencommunityplayschool.org

Tel: 087 637 8326

Company Registration No: 9696286L

Charity No: CHY11-42





the other adults at all times. If you feel that your child will have difficulty settling please let us know in advance and we will give you a later start time.

- To help staff build a relationship with the children, staff will discuss the child's interests with the parents, their likes, dislikes and what key words their child uses at home (see "Getting to know your child" in the Child Record Form)
- Each parent will be given a daily verbal account of the child's progress during the settling in period if requested.

Each child is individual and therefore the settling in period varies for each child. In our experience most children respond positively to the parent/carer spending 5-10 minutes with them and then leaving. This time period may shorten once a routine has been established.

In the event of a child being distressed a staff member is available to assist the parent/carer and to stay with the child whilst the parent/carer leaves. The staff member will then stay with the child until he or she has settled. If the child continues to be unsettled then the parent/carer will be contacted. We are happy to discuss any concerns you may have.

HEALTHY EATING POLICY

Each Child is required to bring a packed lunch every day. The lunch box must be labelled with the child's name. Healthy Lunch suggestions are provided in the Welcome Pack given to parents when their child enrolls in Clifden Community Play School. Healthy Eating habits are encouraged at all times, unhealthy foods are prohibited.

Clifden Community Play School encourages healthy eating ensuring that the food and drinks provided from home to children attending the service is nutritious and complies with the dietary or religious requirements of the child. The individual healthy eating and nutritional needs of each child and family availing of the service are understood and met.

Clifden Community Play School will ensure that individual dietary needs or concerns are addressed in so far as resources allow.

No NUTS or RAW EGGS OR PARTIALLY COOKED EGGS are allowed as we have a child attending Play School who has a severe allergy (anaphylactic shock). This is a life threatening condition, and therefore we are seeking full support and co-operation to ensure the Play-School is free from all products containing or prepared close to any nuts or nut products or raw egg or partially cooked raw egg products.

Clifden Community Play School Healthy Eating Policy is written in accordance with the requirements of the Child Care Act 1991 (Early Years Services) Regulations 2016.

The Old Boy's School,
The Low Road,
Clifden,
Connemara,
Co. Galway
H71 TW53



clifdenplayschool@gmail.com

www.clifdencommunityplayschool.org

Tel: 087 637 8326

Company Registration No: 9696286L

Charity No: CHY11-42



Staff do not prepare any food (e.g. chopping or peeling). All food sent in will be given to the child as it is sent in.

We have a snack time at any time policy, this means that the children may eat at any time during the session. A table is allocated for dining, when a child wants to eat they may wash their hands, retrieve their bag from the fridge and sit at the table with their friends. This allows your child to decide when to eat, how long to spend eating and who to eat with as well as encouraging your child to work cooperatively with their peers. If a child is reluctant take time out of their busy play schedule to eat we gently encourage them to take a break and join their friends for a snack at about 11am for the morning session and 3pm in the afternoon.

Filtered drinking water is available at all times.

Clifden Community Play School encourages healthy eating, therefore crisps, fizzy drinks, chewing gum, sweets and chocolate are not allowed. Play School management and staff do not give food treats at any time including for birthday parties.

All packaging and uneaten food is put back in the child's lunch box and returned home. This will allow parents to monitor how much the child has consumed during his/her time in Play-School.

I wish to confirm that I read and understand the attached Summary of Policies and Procedures and that we as a family will abide by these policies and procedures.

Signed _____

Date _____

The Old Boy's School,
The Low Road,
Clifden,
Connemara,
Co. Galway
H71 TW53



clifdenplayschool@gmail.com

www.clifdencommunityplayschool.org

Tel: 087 637 8326

Company Registration No: 9696286L

Charity No: CHY11-42



School Calendar 2022/23

Play-School Opens **Wednesday, 31st August 2022** for the new school year

Halloween Break

School will be closed on Monday, 31st October 2022

Play-School reopens Monday, 7th November 2022

Christmas 2021

Play-School will be closed on Wednesday, 21st December 2022

Play-School reopens on Wednesday, 4th January 2023

February 2022

Play-School will be closed on Bank Holiday Monday, 6th February 2023

Play-School will be closed 16th and 17th February 2023 for midterm break

St. Patrick's Day

Play-School will be closed Friday 17th March 2023

Easter

Play-School will be closed on Monday 3rd April, reopening Monday 17th April 2023

May Bank Holiday

Play-School will be closed on Monday, 1st May 2023

June Bank Holiday

Play-School will be closed on Monday, 5th June 2023

Summer

Play-School will be closed from 26th June for the summer holidays

This Calendar is subject to change.

The Old Boy's School,
The Low Road,
Clifden,
Connemara,
Co. Galway
H71 TW53



clifdenplayschool@gmail.com

www.clifdencommunityplayschool.org

Tel: 087 637 8326

Company Registration No: 9696286L

Charity No: CHY11-42





Parent Consent Form

Permission to Change Clothes

I/We hereby give permission for _____ (child's name) clothes to be change should the need arise.

Parent/Guardian's Signature: _____ Date: _____

Photo and Video Permission

I/We give permission for _____ (child's name) to be photographed or video recorded. Photographs/videos may be used for:

- Documenting learning, e.g. observations, learning stories Yes No
- TUSLA Early Years Inspectorate/ Department of Education (DES) Inspectorate
Yes No
- Service Evaluation Yes No
- Displays and Information Yes No
- Share photo with other parents of your child playing with their children e.g. small/large group
Yes No

If we would like to use a photo/video of your child for another purpose we will ask for specific permission.

Parent/Guardian's Signature: _____ Date: _____

Child Observation Permission

Child observations will be used in the ECCE setting to ensure that the individual needs of the children are met through the ECCE curriculum and programme. I give permission for child observations to be conducted in the ECCE setting, as outlined in the policy and procedures of the ECCE setting.

Parent/Guardian's Signature: _____ Date: _____

The Old Boy's School,
The Low Road,
Clifden,
Connemara,
Co. Galway
H71 TW53



clifdenplayschool@gmail.com

www.clifdencommunityplayschool.org

Tel: 087 637 8326

Company Registration No: 9696286L

Charity No: CHY11-42



Access to Animals/Insects

I give permission for my child to be in contact with or have supervised access to animals or pets. Care will be taken to ensure that the health, safety and welfare of the children is not put at risk.

Parent/Guardian's Signature: _____ Date: _____

Infectious Diseases

I will notify the service as soon as possible if my child is diagnosed with an infectious disease, e.g. Covid-19, measles, viral meningitis, diphtheria, whooping cough.

Parent/Guardian's Signature: _____ Date: _____

Outings

During the course of the school year we plan to go on a variety of outings, including regular outings to the library, **you will be informed of each outing before it takes place** and may be asked to accompany the Play School on these outings. All outings will be within walking distance of the Play School, and will take place during the sessional hours, e.g. 9.00am – 12pm for the Morning Session and 12.30 – 3.30pm for the afternoon session.

I hereby give Clifden Community Play-School Staff consent to take my child on local trips outside the Play-School grounds during school times.

Parent/Guardian's Signature: _____ Date: _____

The Old Boy's School,
The Low Road,
Clifden,
Connemara,
Co. Galway
H71 TW53



clifdenplayschool@gmail.com
www.clifdencommunityplayschool.org
Tel: 087 637 8326
Company Registration No: 9696286L
Charity No: CHY11-42



RULES FOR CLIFDEN PLAYSCHOOL WHATSAPP GROUP

You must consent prior to being put into a WhatsApp Group as your telephone number will be visible to all within the group, and personal telephone numbers cannot be communicated without consent.

1. This is a playschool group. It has been set up by the playschool manager, who will act as administrator.
2. This group is intended as a convenient way to distribute information to parents quickly and efficiently.
3. The following should be adhered to:
 - A. The group is not to be used to discuss non-playschool related issues.
 - B. The group should not be used to express personal opinions or post private messages.
 - C. Any opinions expressed are the opinions of individual members. Group administrators are not responsible for any comments posted by individual members of the group.
 - D. It is not necessary to respond to every post unless it is requested e.g. RSVP. When a busy user gets too many notifications, there is the chance that they will turn off the notifications, which undermines the efficiency of the facility.
 - E. If your message is not relevant to the majority of group members, please message the person directly rather than the entire group.
 - F. Inappropriate posts include using inappropriate language, insulting messages, voicing grievances with the playschool or with individual members of the group.
 - G. In the event that there is a breach of any of the rules, the group administrator reserves the right to remove the transgressor from the group.
 - H. By participating in the WhatsApp Group, you agree to these group rules.
 - I. Participation is not obligatory and if you join, you have the option of leaving. We would hope that all participants can see the usefulness of the group and will cooperate accordingly.
4. Respect everyone's privacy – being part of this group requires mutual trust.

The Old Boy's School,
The Low Road,
Clifden,
Connemara,
Co. Galway
H71 TW53



clifdenplayschool@gmail.com

www.clifdencommunityplayschool.org

Tel: 087 637 8326

Company Registration No: 9696286L

Charity No: CHY11-42





You must consent prior to being put into a WhatsApp Group as your telephone number will be visible to all within the group, and personal telephone numbers cannot be communicated without consent.

I consent to my telephone number being added to the Clifden Community Playschool WhatsApp group for the school year 2022-2023. I am aware that my telephone number will be visible to all within the group.

I consent to photos of my child being shared within the WhatsApp Group.

By joining the WhatsApp Group I agree to abide by the group rules.

Telephone Number (please print): _____

Name: _____

Signature: _____

Date: _____

The Old Boy's School,
The Low Road,
Clifden,
Connemara,
Co. Galway
H71 TW53



clifdenplayschool@gmail.com
www.clifdencommunityplayschool.org
Tel: 087 637 8326
Company Registration No: 9696286L
Charity No: CHY11-42



Return to Pre-school Parental Declaration Form

Childs Name:	
Parents/Guardians Name:	
This form is to be used when children are returning to the setting after any absence	
Declaration: I have no reason to believe that my child has an infectious disease and I have followed all medical and public health guidance with respect to the exclusion of my child from preschool and childcare services.	
Signed:	Date:

.....

Return to Pre-school Parental Declaration Form

Childs Name:	
Parents/Guardians Name:	
This form is to be used when children are returning to the setting after any absence	
Declaration: I have no reason to believe that my child has an infectious disease and I have followed all medical and public health guidance with respect to the exclusion of my child from preschool and childcare services.	
Signed:	Date:

The Old Boy's School,
The Low Road,
Clifden,
Connemara,
Co. Galway
H71 TW53



clifdenplayschool@gmail.com
www.clifdencommunityplayschool.org
Tel: 087 637 8326
Company Registration No: 9696286L
Charity No: CHY11-42



Lunch Box Tips and Ideas



- Be creative, ask your children what they would enjoy eating for their snack or lunch. No matter how healthy your child's lunch is, it is no good if it doesn't get eaten. Involve them in preparation and packing. Give your child options and get them involved in choosing what they want to eat. If they don't like certain foods at home, they won't like them in their

lunch box. Don't pack too much food – small portions are easy to eat and allows your child to move on to other activities.

- Pick the healthiest options for your children. Limit sweet treats in their lunch box. If you want to include something sweet, a plain biscuit, oat meal bar or mini muffin is best. A healthy lunch boosts children's energy and helps them concentrate and learn throughout their day.
- With your child develop a 5 day plan of lunches. This helps busy parent's pre plan. It will also help when you are doing your grocery shop.
- Vary the food so children don't become bored. Choose foods that will keep your child from feeling hungry throughout the session.
- Rather than constantly spending money purchasing plastic bags, use reusable bags and containers that are easy to manage for your children.

Lunch Box Ideas

Your child will have breakfast/lunch before preschool and lunch/dinner afterwards. They need very little in between – so the snack is largely about the routine of managing and eating together. Keep portions small and make sure containers are easy to manage. You could include:

- **Sandwiches** – Wholemeal, granary bread, pitta bread, wraps, bagels, crackers, rolls, etc. Just provide small portions.
- **Rice/Pasta**
- **Fillings** – Chicken, ham, turkey, chicken, bacon, hard boiled eggs, tuna, smoked salmon, cheese, jam.
- Added to above – Onions, sweet corn, cucumber, grated carrot, chopped peppers, avocados, tomatoes, lettuce, cream cheese, cottage cheese and homemade salsa etc.

Snacks

- Portion of cubed cheddar cheese, cheese stick or triangles
- A small container of raisins, dried fruit, mixed berries, fruit puree, fruit salad
- A small container of sliced cucumber, or grated carrot, or cherry tomatoes
- Drinkable or spoon-able yogurt
- All varieties of fresh fruit (cut apples, mango, pineapple, oranges, seedless grapes, watermelon, and mandarins). If including whole fruit in the lunchbox, select fruit that is a suitable size for a child to easily hold in their hand and eat.

The Old Boy's School,
The Low Road,
Clifden,
Connemara,
Co. Galway
H71 TW53



clifdenplayschool@gmail.com

www.clifdencommunityplayschool.org

Tel: 087 637 8326

Company Registration No: 9696286L

Charity No: CHY11-42



HSE Guidelines - Food choking risks for babies and children

No NUTS or RAW EGGS are allowed in Clifden Community Play-School as we have a child who has a severe allergy (anaphylactic shock). This is a life threatening condition and therefore we are seeking full support and cooperation to ensure the Play School is free from all products containing or prepared close to any nuts or nut products, or raw egg or raw egg products or partially cooked raw egg products.

Foods to never give your child

Never give a child under the age of 5:

- nuts (including peanuts)
- marshmallows
- popcorn
- chewing gum
- boiled and hard sweets

These can choke your child.

Foods you need to prepare safely

When your baby starts weaning onto solid food, make sure it is:

- suitable for their age and developmental stage
- cut up small enough
- soft enough for them to eat

Always cut up food to a size that your child can chew and eat safely. To make food safer, change the texture – grate, cook, finely chop or mash it.

Remove the parts of food that could choke your child – peel off the skin or remove any strong fibres, seeds, pips or stones. Food needs to be prepared safely before you give it to your child.

Small fruit and vegetables

Grapes, cherry tomatoes and other similar-sized food can choke your child.

Grapes are a particular risk to children. Cut them in half and then quarters lengthways or smaller. Remove all seeds or pips. Cut cherry tomatoes and other similar-sized food in the same way. If they have seeds, stones or strong fibres, remove them. If you don't, it could block your child's airway.

Hard fruit and vegetables

These include carrots, celery and apples. You can reduce the risk of your child choking if you change the texture of the food. Grate, cook, finely chop or mash it.

Food with skins or leaves

Food skins are difficult to chew and can completely seal children's airways. They include:

- sausages, hot dogs and frankfurters
- apples and pears
- tomatoes
- lettuce and other raw salad leaves
- spinach and cabbage

Remove or peel skins and cut lengthways into small pieces no bigger than your child's small fingernail.

Finely chop salad leaves. Cook spinach and cabbage until soft and chop finely.

Fruit with stones

Remove or peel skins and cut lengthways into small pieces no bigger than your child's small fingernail.

Thick pastes and spreads

Thick pastes like peanut butters and chocolate spreads can stick to your child's throat and windpipe (airway). This makes breathing difficult. Spread pastes thinly and evenly.

The Old Boy's School,
The Low Road,
Clifden,
Connemara,
Co. Galway
H71 TW53



clifdenplayschool@gmail.com

www.clifdencommunityplayschool.org

Tel: 087 637 8326

Company Registration No: 9696286L

Charity No: CHY11-42

